

## **Breckland Training Services - Privacy Notice**

### **What this Privacy Notice covers**

Your privacy is very important to Breckland District Council.

Breckland District Council is the Data Controller responsible for the personal information you may provide in relation to undertaking a training course or event. Our Data Protection Officer can be contacted by phone on 01362 656870, via email: [legal.team@breckland-sholland.gov.uk](mailto:legal.team@breckland-sholland.gov.uk) or by writing to us at Legal Services, Breckland District Council, Elizabeth House, Walpole Loke, Dereham, Norfolk. NR19 1EE.

### **Why we need your personal data**

Your information will be used for the purposes of the event or training course you have entered on to, including:

- To deal with your initial training enquiry
- To process your application on to a course/event
- To create training materials such as name badges or sign in sheets
- To contact you in relation to the training event/course (for example, to provide a feedback report).
- To request payment via invoice

The legal basis for processing your data is Article 6(a) of the General Data Protection Regulations, for a contractual obligation.

### **How your data is used**

When you provide us with your information for the purposes of training events and courses, we will use it to create your entry as a delegate. Your information will be retained for the purposes of sending feedback, requesting feedback and for follow up actions such as requesting payment.

Your information will not be passed on to unknown third parties, but will be shared with the venue and caterers where necessary.

Where you expressly consent under Article 6.1(a) of the General Data Protection Regulations, your information may be shared with partner organisations or individuals that supported the event you attended.

We will not disclose your personal information to third parties for marketing purposes or for any commercial use other than stipulated above, and we will not use your personal data in a way which may cause you harm.

### **How long the information is kept for**

Your information will be held for two years from the date of the event/training course you participated in, or applied for. If you attend/apply for another event/training course before the end of those two years, the time period for retention will restart.

### **Your rights**

You have the right to access your data and correct any inaccuracies. For further details of your rights please contact the Data Protection Officer or go to our website for a more detailed explanation [www.breckland.gov.uk](http://www.breckland.gov.uk).

Please see our website for our full privacy policy.